



**Old Saint Paul's Scottish Episcopal Church, Edinburgh
Children's and Young People's Worker**

Old Saint Paul's Church, Jeffrey Street, Edinburgh, an inclusive congregation of Catholic tradition in the Diocese of Edinburgh and the Scottish Episcopal Church, seeks to appoint a Children's and Young People's Worker.

Description: The Children's and Youth Worker will have responsibility for planning, organising and managing Old Saint Paul's work with children and young people, from crèche age to sixteen.

Number of hours: 10 hrs per week

Salary: £4,392

Accountable to: the Rector.

Supported by: the Rector and the Children's Ministry Committee.

Principal Duties:

- Coordinate and publicise programmes (including 'Godly Play') for the three main groups for children and young people at Old Saint Paul's: Crèche (0-3yrs); Sunday School (4-12); Young Saint Paul's (9-16).
- Recruit, train and manage volunteers from adult members of Old Saint Paul's congregation for children's and young people's work.
- Maintain children's and young people's work equipment.
- Manage the budget for children's and young people's work.
- Act as principal contact for enquires about children's and young people's work.

Breakdown of Working Hours

- 4 hours Sunday
- 3 hours meetings and administration
- 1 hour other tasks

Person Specification

We are seeking someone who has:

- an active Christian faith and preparedness to make Old Saint Paul's their spiritual home.
- a minimum of 1 year's experience of working with children in a church-related setting in either paid or voluntary capacity.
- an ability to work collaboratively with people of all ages and backgrounds.
- basic pc, administrative and budgetary skills.
- a willingness to engage in further training, as needed.

Closing date for applications: Friday 14 May

Interviews: Saturday 29 May

Appointment is subject to Enhanced Disclosure from Disclosure Scotland.

Further information from: Old Saint Paul's website: www.osp.org.uk

or

The Revd Canon Ian Paton, 32 Jeffrey Street, Edinburgh EH1 1DH. 0131 556 3332.
rector@osp.org.uk

Old Saint Paul's Episcopal Church
Application for the post of
Children's and Young People's Worker



Information

Please attach a CV, detailing employment history, and with this application return to: The Rector, Old St. Paul's Church, 39 Jeffrey Street, Edinburgh EH1 1DH no later than 14 May 2010. If emailing, please send to rector@osp.org.uk with 'Children's Worker Vacancy' in the title.

Interviews are expected to take place on the 29 May and for the post to begin as soon as possible. The appointment will be subject to Enhanced Disclosure through Disclosure Scotland.

Two Referees are required, one of whom should know you professionally or academically and one of whom should have experience of your work with children.

Personal Details

Full Name

Full Address

Telephone Number

Email

Gender

Old Saint Paul's Episcopal Church
Application for the post of
Children's and Young People's Worker
**Please briefly list any qualifications and previous
experience you bring to this post:**



Old Saint Paul's Episcopal Church
Application for the post of
Children's and Young People's Worker



Referees

1st Reference Name

Address

Telephone

Email

How this reference is known to me

2nd Reference Name

Address

Telephone

Email

How this reference is known to me

Old Saint Paul's Episcopal Church
Application for the post of
Children's and Young People's Worker



Supporting Statement

Please say in about 250 words what you would hope to bring to this post, continue on separate sheets if necessary:

Signed

Date